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# COMMUNITY LEAGUE BULLETIN

Giving Plan of Organization, Constitution and By-Laws, Suggestions for the Work of Each Committee by the

Co-operative Education Association of Virginia

216-1246



A HAPPY COMMUNITY CENTER IN OLD POWELL FORT, SHENANDOAH COUNTY

These good people, in this isolated valley of the Massanutten Mountains, gave liberally of their limited means to secure this modern building for their children and themselves. They have just purchased a library and a victrola.

Issued Jointly by State Departments of

Health

Education

Highways

Agriculture

Dairy and Food

Charities and Corrections

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# The Co-operative Education Association of Virginia

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# The Object

The prime object of the Association is to make the public school the community center for the discussion and encouragement of improvement in the educational, social, moral, physical, civic and economic conditions, of the community. For the public school should be all that its name implies: *The school for the public*. This place where our children are taught should also be a place where the young people and the parents may, through community co-operation and free discussion, receive inspiration for a larger and better life.

In order for the State Departments that are trying to serve all the people, to really do effective and lasting work in a community, it is necessary to have there an organization through which to work. It is then, our object to prepare this community organization and we give here some suggestions on,

## How to Organize a League

A teacher, minister, or some interested progressive member of the community, man or woman, should take the initiative, and discuss the need of community organization with other interested citizens, with a view to securing their co-operation. A quiet survey of the local conditions should be made, and the pressing local needs ascertained. If, then, our assistance is desired this information should be submitted to us and we will be glad to offer advice. You may also feel free to call on the division superintendent or your county agricultural or home demonstration agent for assistance.

This done, a public meeting should be called. There the needs for, and benefits to be derived from community organization should be discussed. If the majority approve the step, names of those who will unite in the movement should be taken, and the organization perfected to the extent of electing officers, such as president, vice president, secretary and treasurer, and the appointment of committees on membership and on constitution and by-laws, to report at the next meeting.

If a thorough organization is not completed at this first meeting, a date should be fixed for a second meeting to perfect permanent organization. This meeting should be held within the next two weeks, if possible.

A constitution and by-laws should be adopted, amount of dues fixed, and chairmen of any or all of the standing committees appointed. The time of holding the regular meetings should be

fixed, and some definite work suggested for each regular committee.

Immediately after completing the organization, a full account of the meeting, giving names and addresses of officers and chairmen of standing committees, enclosing the registration fee, should be sent, by the secretary, to the secretary of the Co-operative Education Association, Richmond, Va.

We suggest for the government of the organization the following:

## CONSTITUTION AND BY-LAWS

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### Constitution

#### ARTICLE I.

##### *Name.*

This organization shall be called the.....  
.....and shall form a branch of the Co-operative Education Association of Virginia.

(We suggest the name Community League).

#### ARTICLE II.

##### *Object.*

The object of this organization shall be to advance the educational, social, moral, physical, civic and economic interests of the community.

#### ARTICLE III.

##### *Membership.*

Any white person of good moral character who is interested in the objects of the organization and will comply with the regulations of the constitution and by-laws, may be elected to membership in accordance with Article I, Section 1, of the By-Laws.

#### ARTICLE IV.

##### *Officers.*

The officers of this organization shall be a president, a vice-president, a secretary, a treasurer, and such other officers as the local organization may deem necessary.

ARTICLE V.

*Management.*

The general management of the organization shall be vested in an executive committee, composed of the officers and the chairmen of the regular standing committees.

ARTICLE VI.

*Meetings.*

Meetings shall be held in such manner as the By-Laws may direct.

ARTICLE VII.

*Quorum.*

One-fourth of the membership shall constitute a quorum for the transaction of business.

ARTICLE VIII.

*Registration Fee and Annual Dues.*

The registration fee and annual dues to the Co-operative Education Association shall be one dollar for the community having a one or two-teacher school and two dollars for the community having a school with more than two teachers. The registration fee covers the first year's dues.

**By-Laws**

ARTICLE I.

*Election of Members.*

SECTION 1. Application for membership shall be made by the candidate in writing, and shall be referred to the membership committee. After being presented by this committee it shall be voted on by the organization at a regular meeting, and the affirmative vote of a majority of the members present shall be necessary for election.

*Additional Members.*

SEC. 2. When one member of a family is a member of the league, paying regular dues, any other member of that immediate family may become a member in accordance with section 1 of this article, without paying the regular dues.



**ARTICLE II.***Election of Officers.*

SECTION 1. The officers of this organization shall be elected for one year at the annual meeting in May, by a majority vote. Their term of office shall begin at the close of that meeting.

*Duty of President.*

SEC. 2. The president shall preside at all meetings of the organization, enforce its regulations and perform all other duties required of him by the Constitution and By-Laws.

*Duty of Vice-President.*

SEC. 3. The vice-president shall perform the duties of the president when the latter is absent.

*Duty of Secretary.*

SEC. 4 The secretary shall keep a record of the attendance of members and a complete account of the activities of the organization, and perform any other duties required of him by the Constitution and By-Laws.

*Duty of Treasurer.*

SEC. 5. The treasurer shall collect all money due the organization, keep same securely, and pay it out at the direction of the executive committee. He shall report collections and expenditures at each regular meeting.

**ARTICLE III.***Committees.*

SECTION 1. On taking office the president shall appoint the chairman of the standing committees. Then the executive committee shall select the additional members of these committees.

The following list of committees is suggested, any or all of them may be appointed or two or three committees may be combined in one, but if possible have all the committees:

- Committee on Education,
- Committee on Social and Recreational Life,
- Committee on Moral Life,
- Committee on Home Improvement,
- Committee on Farm Improvement,
- Committee on Roads and Streets,



Committee on Health and Sanitation,  
Committee on Publicity,  
Committee on Membership.

*Committee on Education.*

SEC. 2. It shall be the duty of this committee to look after the educational interests of the community, especially with reference to the equipment, improvement and maintenance of the school building and playgrounds, and co-operate with the teachers in promoting the efficiency of the school. In co-operation with Farm and Home Improvement committees, it should plan for school and community fair each year.

*Committee on Social and Recreational Life.*

SEC. 3. Its chief object should be to plan for social events in the community. It should interest parents and children in play and recreation, and be careful to see that the social needs of all classes and ages are provided for.

*Committee on Moral Life.*

SEC. 4. This committee should encourage regular attendance at the church and Sunday school service, and young peoples religious services, and seek to bring about co-operation of all christian forces. It should discourage every immoral feature or influence in the community.

*Home Improvement Committee.*

SEC. 5. You should promote interest in the beautification of the home and its surroundings. home gardening, canning and the installation of labor saving devices, and co-operate with the Educational and Farm Improvement committees in holding a community fair.

*Farm Improvement Committee.*

SEC. 6. This group should practice and insist on up-to-date farming methods, co-operative buying and selling, care of machinery, rotation and diversification of crops, raising of pure bred stock and fowls. It should plan in co-operation with the committees on Education and Home Improvement for a school and community fair, each year.

*Roads and Street Committee.*

SEC. 7. It is the duty of this committee to work for the constant improvement and maintenance of roads, bridges, streets and sidewalks.

*Sanitation and Health Committee.*

SEC. 8. This committee should be on the alert all the time urging careful sanitation of home, school and community, screening of houses and care of drinking water and milk. It should encourage health inspection in the school and plan campaigns against contagious diseases.

*Publicity Committee.*

SEC. 9. You should gather information with reference to the activities and accomplishments of the different departments of the league and give due publicity, in every way possible, especially by making use of the local papers.

*Membership Committee.*

SEC. 10. The committee should strive industriously to bring every good man and woman of the community into the league. It should also be careful to see that none drop out unless for very good cause, as it is just as essential to hold the old members as it is to secure new ones. The goal should be every member of the community, an active member of the League.

*Executive Committee.*

SEC. 11. It shall be the duty of this committee to prepare programs for the regular meetings, pass on bills presented and plan for the welfare of the organization. This committee should meet at least once a month. Special meetings can be held on call of president, who is *ex-officio* chairman of this committee.

SEC. 12. Special committees may be appointed at any time by the president.

## ARTICLE I.

## MEETINGS.

*Regular Meetings.*

(Regular meetings should be held at least once a month and preferably twice a month.)

SECTION 1. The regular meetings shall be held .....  
.....of each month.

*Called Meetings.*

SEC. 2. The Executive Committee may call a meeting at any time for a specific purpose, provided the membership is duly notified. Such a called meeting may also be held on the call of the president, when requested to do so by at least five members.

*Annual Meeting.*

SEC. 3. The meeting in May shall be the annual meeting. The committees and officers shall make report of work done during the year, officers for the ensuing year shall be elected, and plans for the next year's work should be discussed. A delegate to the annual meeting of the leagues, which is held in connection with the State Educational Conference in November, should be elected. Two delegates should be elected to the county organization in counties where we have a county organization of the leagues.

ARTICLE V.

*Annual Report.*

SECTION 1. Immediately after the May meeting the secretary shall send a full report of the year's work to the Secretary of the Co-operative Education Association and to the Secretary of the county organization in the counties where we have such an organization.

*Special Day Report.*

SEC. 2. The secretary shall send the special day report to the Secretary of the Co-operative Education Association immediately after the observance of the day.

ARTICLE VI.

*Change of By-Laws.*

SEC. 3. These by-laws may be amended, if such amendment does not conflict with the constitution, at any regular meeting, by a majority vote, provided the proposed amendment has been submitted in writing at a previous regular meeting.

## COUNTY ASSOCIATION.

### *County Organization.*

SECTION 1. The leagues in each county where there are as many as six or more leagues should endeavor to unite these leagues in a county organization.

### *Object of County Organization.*

SEC. 2. The object is to bring the local leagues into closer unity, so they may be able to promote the educational, social, civic, and economic interests of the county. A faithful effort should be made to organize a league in every school community in the county.

### *County Meeting.*

SEC. 3. If a county organization can be or has been effected, at least one meeting should be held each year. This meeting may be held in connection with the County Teachers Institute. Each league should be represented by two delegates. At this meeting county officers such as president, vice-president, secretary and treasurer, should be elected to serve a year.

### *County Executive Committee.*

SEC. 4. The officers of the county organization, the county superintendent, the agricultural and home demonstration agents (where we have these agents), shall compose the County Executive Committee. This committee shall plan for the welfare of the county organization, prepare a program and fix the date for the annual county meeting. This committee should co-operate with the Executive Committee of the County Fair Association in making plans for the annual county fair. It should also encourage the holding of a community fair in every organized community. The county fair should be made up of a combination of the exhibits of the several community fairs.

### *Annual State Meeting.*

Every league should send at least one delegate to the State Conference which is held each year in connection with the Virginia Educational Conference during Thanksgiving week.

At this meeting report is made of the work for the entire State, addresses delivered, and round-table discussions held, on subjects vital to the work of the leagues. Also plans for the next year's work are suggested.

Be sure to elect a delegate to this conference, then see that the delegate comes, and brings back to you the results of the conference. While we can keep in touch with you through our correspondence and literature yet nothing will benefit your League more than to have a good, representative member attend this annual conference and catch its enthusiasm.

### **SUGGESTIONS FOR COMMITTEES**

In addition to the suggestion given in the by-laws, we give here an outline of work that should be of great assistance to the committees. If additional information in the form of bulletins or suggestions is desired the chairmen of the committees should write to the following departments. The Educational Committee should write to the Department of Public Instruction, Richmond, or the Commissioner of Education, Washington, D. C. The Home Improvement Committee should write to the Extension Department, V. P. I., Blacksburg, Va. The Moral Life Committee to any denominational publishing house, or Board of Charities and Corrections, Richmond. The Farm Improvement Committee to the Department of Agriculture, Richmond, Va., or Washington, D. C., The Dairy and Food Commission, Richmond, Va., or Extension Department, V. P. I., Blacksburg, Va. The Road and Street Committee to the Highway Commission, Richmond, Va., or the Department of Public Roads, Washington, D. C. The Health and Sanitation Committee to the State Health Department, Richmond, Va. The Co-operative Education Association will, of course, try to furnish assistance to any or all of the committees, either direct from our office or through other departments.

#### **Committee on Education**

There is much for this committee to do and although you may not be able to undertake everything that seems necessary, you should certainly strive to accomplish some of the objects suggested here, whether your work is in connection with the strictly rural school or with the large town school. The school plant and grounds should be put in the very best condition, then this plant should be made to render the maximum amount of service to the entire community.

Do not be afraid to undertake a new thing and don't shy at large things, but be constantly doing small things for the sum total will soon amount to large results. Many communities are dying because the people are unwilling to get out of the old rut in which they have been traveling these many years, and really



do what they can and should do. In this progressive age, unless a community is on the alert and willing to grapple with the new educational problems, it is sure to be left in the background and its children will suffer the sad consequences. Will your committee be active or will it be self-satisfied, void of vision and enthusiasm?

You should, as far as possible, co-operate with the teachers, school officials, and any others who are working for educational advancement of the community. Perhaps your first duty will be to look after the present school equipment.

### *School Building.*

If you have a good modern building see that it is kept in perfect repair. The floors should be oiled or otherwise treated to keep dust down, and all windows, woodwork, picture frames, etc., should be thoroughly cleaned. Have the heating apparatus gone over and all needed repairs made, also lay in full supply of fuel early. See that plenty of chalk and erasers are on hand for the opening. Look over the library and other equipment to see what might be added to great advantage.

If yours is not a modern building don't neglect it on that account, but put it in the best possible condition for use this year. Do not wait for a new building in order to provide the many absolute necessities for the children but devise ways for securing these things now. The more unsightly, insanitary, and dilapidated the building, the more attention it needs now if it is to house the children and teachers even for another year.

Have floors oiled and all interior woodwork, furniture, etc., thoroughly cleaned, then keep it so throughout the year. Put all hands to work to make both exterior and interior as attractive and sanitary as possible. Be sure of all things that the rooms are well heated, lighted, and ventilated. Put the outbuildings in good repair and make them as sightly as possible. At least three good pictures should be placed in each room, then these pictures might be changed from room to room annually. Have a good teacher's desk and chair in each room and provide some kind of a clothes closet or hangers for the children's wraps.

### *Grounds.*

About every school there should be some playground space, and this should be in the very best condition. By steady regular work on the part of the patrons almost any ground can be made fit for play. With the playground in the rear, the front yard should be covered with grass, flowers, shrubbery and trees.



This is a thing that is all too often neglected, especially in the country school. Don't neglect this very important work, for be assured that the education of your children is largely conditioned by environment. An attractive, well kept, sanitary building and grounds will help much in securing faithful study and correct behavior. Take a kodak picture of building and grounds now, then strive to make every improvement that would add to the attractiveness and efficiency of both, and take some pictures when this work has been completed to make comparisons. The publicity committee might be able to use such pictures to great advantage.

#### *Enrollment and Regular Attendance of Pupils.*

Every year several thousand children of school age in this State fail to enroll in any school, and of those who do enroll only 68 to 70 per cent. are in regular daily attendance. This condition is greatly retarding the school work and it must be corrected. One way to improve matters is for each community to make an effort to have every child of school age in that community enrolled in the school, then through earnest effort strive to keep every one of these children in school every day of the session. Find the record your school made last year, keep this matter before the public, watch the monthly records of the teachers closely, have them read each month at the league meeting, and do not leave anything undone that might help to improve the past records of enrollment and regular attendance.

#### *Length of School Term.*

Every pupil in this State should certainly have the privilege of attending school at least 180 of the 365 days, each year. But the average length of school term in 1914-1915 outside of the cities was only 140 1-2 days, and in the cities 173.6 days. Compare your school term with these figures. Does it come above or below? What can you do to help make the term 180 days. Don't move to the city, but go to work at home, and develop public sentiment to the point where your community will find a way to give your boys and girls, at least what is offered in the cities. Perhaps you can't do it all in one year, but if you begin now your committee can extend the term at least ten days this year. Find how much money it will take to make that extension, then begin at once to raise that amount.

#### *School Library.*

Every school should have a library, for boys and girls must acquire the habit of reading good books, while they are young, or

else they will never take the proper interest in literature. Then the young people and adults of the community should have constant recourse to such a source of knowledge and pleasure. Several years ago this State made it possible for every school, no matter how small, to have a good library. Yet there are hundreds of schools without even a set of books. Why throw down an offer like this! when you are given \$25 in good, clean cash if you will raise \$15, thus providing for \$40 to purchase a library for your school and community. Surely you can't ask for a greater bargain than that. Raise that \$15 at once, then notify your superintendent and the clerk of your district board, and it won't be



(1) Where a League was organized in May, 1915, (2) Building secured through efforts of the League.  
Opened for school September, 1915

long before you can make your community happy with a very precious gift, in the form of a library.

If you have a library be sure to add some books to it this year and each succeeding year. Find out from the teachers what books of reference are needed and try to get these. Have a donation party for the library and ask every family and friend to give a book or the price of a book. Think of some method that will enable you to secure books, then work the method.

### *Night School.*

In thickly settled and factory communities, a night school would prove of great benefit to many who have neglected, or were

deprived of the advantages of day school. It would be well to consider this step, and if a sufficient number can be interested, try to arrange for the school to be open at least two hours three nights each week, for instruction in the fundamentals, such as writing, reading, grammar, arithmetic and geography. You will find some of the teachers and perhaps some citizens in the community who will volunteer their services for this work. The night school should be for all ages.

#### *Teacher's Salary.*

The normal schools and colleges of the State are giving us a well equipped teaching force but these young people will not remain in the work without a living wage, so the paramount question now is not, "Scarcity of teachers," but inadequacy of salary to secure the prepared teacher.

The average salary for white teachers in counties—high school teachers and all included, for the salary of strictly grade teachers is very much less,—was the insignificant sum of \$306 in 1914-1915, while for the cities it was \$654.

Compare the salary paid your teachers with this average, for yours may be one of those schools that pays much less than even \$306. But we must pay higher salaries if we expect prepared teachers and efficient service. Now there are two ways by which you can help improve this matter. One is to secure the lengthening of the school term at the same monthly salary, and the other is to gradually raise the monthly salary. This can be done by the community taxing itself, very slightly, or by private subscription to supplement the regular salary. Or the league might make an agreement with the school board to provide for the upkeep of the school plant, and for all fuel and janitor service, provided the board will give them the usual amount set aside for these purposes, to supplement the salary of the teachers.

Will you not try to increase the salary of your teachers \$25 this year? Surely any community can do that much. Then offer a similar increase next year and soon your school will provide a living wage, and thus attract strong teachers.

#### *Principal's Home.*

Every community that has a high school, should give its attention to the erection or purchase of a home for the principal. And with the home there should be from three to ten acres of land. By providing the home free of charge and furnishing sufficient land for one to raise all necessary vegetables, would be

equivalent to a substantial raise in salary, and would thereby enable the school to secure the services of an able man.

The South and West are taking great interest in this movement and in our own State we have at least three of these homes. Your committee should start to work on this matter at once, for it is going to be necessary to furnish employment the year through in order to induce, strong, capable men to remain in the teaching profession. Then, too, just think what it would mean to your community, to have the principal right there, from year to year, directing the gradual upbuilding of both school and community, serving the adults as well as the children. May we not hope for ten additional principal's homes this year? Will your community be one of the ten?

#### *School and Community Fair.*

Once each year every community should have the privilege of viewing its own work, to see whether or not progress is really being made. This would stimulate an interest in school, home, and farm work that heretofore had been unknown. The responsibility for this fair will largely rest on the Education, Farm Improvement and Home Improvement committees. See suggestions given in this bulletin for the community fair.

#### *Consolidation of Schools.*

It is universally agreed by all authorities on rural education that the one room school is an imperfect educational institution which cannot give children an adequate training for life in this great day. The work must necessarily be confined to the elementary branches and owing to the large number of classes, even the elementary work cannot be done satisfactorily. There are three thousand white one teacher schools in Virginia. A large number of these schools should be merged into schools of two or more teachers. If your school has a small enrollment and there is within four miles a larger school we would advise that you carefully consider the matter of asking the district school board to furnish transportation for pupils to the larger school. On the other hand if there are several small schools in your section we would urge the committee to try to get the patrons of these schools to agree upon a new, large school at some central point.

#### *Standard Country Schools.*

If your school has only one or two teachers determine to make it a Standard School, recognized as such by the State De-



partment of Public Instruction. Standard Schools must be properly constructed and equipped, the length of term must be at least seven months and the teacher's salary must be at least \$40 per month. Write to the State Board of Education for its bulletin on Standard Schools. All Standard Schools receive a handsome diploma and also a direct money appropriation from the State.

### *Broadening the School Work.*

If it is at all practicable to add a laboratory, domestic science, manual arts, agricultural or commercial course to your school, make the effort to secure the addition. A number of small communities in the State have purchased laboratory equipment for the school. In other communities the league purchased, domestic science equipment and some ladies of the community take turn about giving the lessons. At one school the principal gave the use of the basement in his home for manual arts, each boy furnished his tools, and the principal gave the course. Then in one school a bookkeeper and stenographer employed by one of the business houses, gives a business course at the school, by working an hour or so overtime. A real live committee will certainly find a way to extend the work, and we hope there are a number of such committees in the State.

### *School Improvement Day.*

This committee should co-operate with the teachers in planning for a successful occasion. Decide on something of importance to the school that should be emphasized on that day then work your plan unflinchingly. We suggest that the subject of school enrollment and average daily attendance be given special attention this year, as this is a matter of vital importance.

Make an earnest effort to have every patron of the school present on this special day and take some action to change these conditions in your school. Then keep a record of those who do attend this meeting, as it is one of your duties to urge all patrons to attend these public meetings at the school, and to visit the school while it is in session, so you should keep a record of the results.

You should plan with the other standing committees to make the celebration of these special days a good lyceum course. This can be done very well, by fixing on some definite objects and securing your speakers in time for them to make preparation to speak on the subjects assigned.

Write to our Association or the Department of Public Instruction if you care for additional information on any of these suggestions.

### **Social and Recreation Committee**

One of the most serious drawbacks to genuine community spirit is the lack of real social and play life. It is no wonder that we are selfish, fault-finding, displeased, unsatisfied folks when we never come out to sing, laugh, rejoice and play together, just for the fun of it all.

He is a genius, who can prevail on the young lovers, the bachelor boys and girls and old married folks to come down from their dignity, and up out of their stupidity just to play and rejoice together, but it can be and must be done, in order to have a real, genuine, lasting community spirit.

#### *Special Days.*

One of the very best opportunities to develop this social and recreational life is through the special day exercises. Co-operate with the Farm, Health and Road Committees to make their special days a success. Then as a committee you should be responsible for the success of the other special day exercises, especially Community (May 1st) and Independence days. Try to have some features of the program that all will thoroughly enjoy, then make a determined and persistent effort to get everybody to play.

Announce beforehand the simple games you are going to have on these occasions and try in advance to create a real desire and spirit for play. Then on the day don't give up 'till you have exhausted every effort to make each one limber up his muscles and lungs.

On these special occasions, look out for strangers, for those who are out for the first time, and for the timid ones, to see that they are made to enjoy the day.

#### *School Playground.*

Every school should have some playground space, and it should be made use of. Co-operate with the teachers in planning and encouraging play on the part of the children. Uphold games that give the largest number an opportunity to participate without any great risk or injury. Remember it is the girls you will find the greatest trouble with. Boys will get into some kind of exercise, but girls all too often are satisfied to walk leisurely around in small groups and go without real wholesome exercise.

#### *Playground Apparatus and Courts.*

Do not put much apparatus on the playground, and have in mind all the time, the greatest good to the greatest number.



A giant stride, slide, and horizontal bars are all right, while for courts, you could well afford to make a place for volley ball, basket ball, indoor baseball (it does not have to be played indoors), and baseball, if space permit.

It will be well for you to encourage parents to have tennis and croquet at home, where the whole family can enjoy themselves in the late afternoons. Father, mother, son and daughter will all work better and be happier the next day if they would spend one hour each day in such wholesome exercise and enjoyment.

If you have parents or young people in your community who "Just haven't time to play," they are the ones for you to work with until they correct that mistaken idea. They are the very folk to which this old adage applies that, "All work and no play makes Jack a dull boy." So it is your duty to prevail on these people to prepare for real work through relaxing play.

Some of the people you need to work on especially are the farmers, merchants, office men and women, day laborers, busy housekeepers and the "I can't's." Make your community known abroad and dearly loved at home because of its social play-loving spirit.

#### *Games to Play.*

Don't feel that it is necessary for you to introduce a lot of new games, just make full use of the old ones, such as running and jumping games for all ages, tug of war, obstacle races, three-legged races, shoe-tying race, egg race, three deep, prisoner's base, volley ball, basket ball and croquet, etc., etc.

It is the fun, the exercise, the recreation of the community you are planning for, and a larger number of all classes and ages will enter into and enjoy these old games, than will take hold of new ones.

#### *Social Events.*

Other than the special day occasions, there are several things that may be planned for the social enjoyment of all.

#### *Reception for Teachers or Ministers.*

In the first place have a public reception for your teacher or teachers, no matter whether they be new or former teachers—for this will encourage the teachers and easily quicken the school spirit among patrons and children.

Inside games may be indulged in, some special music and recitations given and then light refreshments served. Make sure that everyone there speaks to the teachers and to each other.

It would be well to hold such a reception for any new minister that comes to the community.

*Community Christmas Tree.*

If at all possible, have a big community Christmas tree and entertainment rather than one in each church. Make it a giving



SOCIAL SIDE OF THE LEAGUE WORK

rather than a receiving Christmas, and try to make every sad or depressed heart happy.

*Community Picnic.*

Prevail on your Sunday school leaders to agree to a union or community picnic, instead of having several little picnics. This would be refreshing and help bring about a spirit of good fellowship. By all means don't fail to make the very most of your opportunity in connection with the community fair.

### **Moral Life Committee**

The greatest single influence for the development of moral life in any community is the church, and while each denomination has its own distinct organization, yet the church so directly concerns each individual, that anything the community may do to encourage its work will redound to the good of all. During the last few years many agencies have been laboring for closer co-operation, and a more perfect co-ordination between the several denominations, and this work is producing very satisfactory results. The brilliant ray of hope for the increasing success of church work, is the splendid growth of good fellowship being brought about by interdenominational co-operation, such as the common Sunday School lesson, the Y. M. C. A., the Y. W. C. A., The Layman's Missionary Movement, Anti-Saloon League and Federation of Young People's Societies. One of the great opportunities of this committee is to help bring about closer federation of the churches in your community, for that will mean the co-operation of the greatest moral forces for a common purpose.

#### *The Committee Itself.*

This committee must be broad minded, unselfish, and tactful. It might be well for it to adopt the 13th chapter of First Corinthians as a platform. It should work in harmony with the ministers and church leaders in those matters that pertain to the church proper, and by all means seek their faithful co-operation in every moral movement. Call in these leaders to your first meeting and secure their assistance in making plans for your work.

#### *Improvement of Church Buildings and Grounds.*

Because of the recognized power for good, of the church, the plant and service should be made so attractive that all may be brought under its influence. Begin with the exterior and make the building and yard of every church in the community really appeal to all who pass that way. The building should be in a good state of repair, and the fence, if there is one, and the out-buildings should be kept in the very best condition. The yard should be covered with grass and some flower beds and shrubs should be artistically placed about the yard. Then the grass and flower beds should have regular, careful attention. There should be some shade trees surrounding the grounds, but by all means do not make these trees hitching posts, but have a place for the horses and vehicles at the rear of the lot and make a passage way to this space so there will be no travelling over the lawn. Do not let anything mar the beauty of the front yard and the building.

Each church organization should be encouraged to make and keep the interior of the church comfortable and attractive. An artistic arrangement of the furniture, clean floors, dustless pews and proper ventilation adds much to the real spirit of worship, while a dusty, unattractive, poorly ventilated building detracts much from the service.

#### *Cemetery or Grave Yard.*

Along with the church improvement should go improvement of the burial ground. This is often situated on a lot adjoining a church, and it is usually sadly neglected. While the city cemetery is usually one of the most beautiful places to be found, too often the small town or country burial ground is full of weeds and otherwise is very unsightly. Some one has said "Show me your churches and graveyard and I will know the moral life of the community." Your committee should plan for the improvement and upkeep of this sacred spot. Surely any people will co-operate in such an undertaking. You may rest assured that your first step in the improvement of moral life will be the beautifying of churches and graveyard.

#### *Displacing the Immoral by the Moral.*

There are in nearly every community a few places that are very unattractive from the moral standpoint and these should be removed or improved. There are certain places where boys and men congregate, tell questionable tales, and indulge in rather unbecoming talk. This may be a street corner, a store, pool room or some such place, that may by a little judicious effort on your part be cleaned up. The most effective corrective is to provide a more suitable meeting place such as a Y. M. C. A. or young people's club, with a reading, bath and play rooms. This place can be provided even in a small community, by a real co-operative effort.

Search out the immoral features of your own community, then strive to find the most effective corrective.

#### *Church Co-operation.*

In many communities there are three or four churches, with a monthly or bi-monthly service. It is well to plan with the ministers to have these services so arranged that there may be at least one preaching service in the community every Sunday. When that matter is adjusted, you should put forth an earnest, steady effort to have all the members of all of the churches attend these



services. If there are four churches with service in each one once a month all four memberships should be induced to unite in the service at the respective places. In such a community it would be well to hold a union mid-week prayer meeting, having the service in the several churches in regular monthly rotation. Such services for Sunday and mid-week will reach the largest number of people, and thereby prove of greatest moral worth.

#### *Sunday School.*

Your committee can do much for the moral life of young and old, by keeping up a systematic, non-partisan campaign for the enlistment of every member of the community in some Sunday School.

In order to make the Sunday school attractive and efficient, it will be necessary to have efficiently trained officers and teachers. Fortunately every church has, or is making it possible for its Sunday school workers to be trained, by providing teachers study courses for the teachers, officers and those who may be called into these positions. Classes composed of young men and young women who should be making preparation for service can be formed to take this course of study at the regular Sunday school period. The regular officers and teachers can arrange for a week-night meeting to pursue this course. No school should be without such a course of study, and you should give your attention to this matter at once.

#### *Public Places.*

One of the best ways to keep a good moral atmosphere about public places like the court house and yard, railway station, or public park, is to make these places attractive, with a well kept lawn, flowers, etc.

The railway company will usually give every assistance in making and keeping the depot and premises in good condition, if the people of the community will manifest a real interest and spirit of co-operation.

Appeal to the city and county officials to keep the court house and parks in the very best condition.

#### *Important Work.*

When boys and girls are dropping from school and idling around the village, become a Big Brother or Big Sister to them, encourage them to go to school or to work; for from the ranks

of these idle youths are recruited the criminals of tomorrow. Prevent them from going to jail by turning their energies in the right direction while young. If you see children growing up without proper guardianship, notify the local magistrate who can remove them to wholesome surroundings. Try to decrease your criminal and pauper element by *preventive measures, if possible*; but if your county still needs the jail and almshouses, see that the influences at these institutions are as healthful as possible. Encourage the people of the county to visit the institutions and make use of the county farm for demonstration purposes. Teach the inmates to do what they can to help themselves. Co-operate with the State Board of Charities, Richmond, Va. in placing friendless, feeble-minded persons in the State Colony and thereby cut off your supply of degenerate folks.

#### *Better Church Day.*

There is given in our bulletin on Special Days, a program for Better Church Day, which we urge this committee to have observed in your community on a Sunday in the month of August. Have all the churches unite in this service and make the occasion really beneficial to the churches and the community.

### **Home Improvement Committee**

This committee has a great opportunity to help make the community more attractive, the home life more inviting, and the citizens, both young and old, happier. There is something about a well kept, attractive yard and home, that just makes a fellow love life and want to get the very most out of it. Yet the home and its surroundings are so often sadly neglected. Will not this committee work systematically and energetically to make every home in the community, whether it is the grand old homestead or the humble home of the hired man, really attractive?

#### *Outside of the House.*

Have every family straighten up and put in good repair, the fence around the house, then either whitewash or paint it. No matter how large or small the front yard, sow it in grass, lay a winding walk, put out some shrubs and flowers. Don't spare any trouble to make this spot beautiful, and keep it so. There is plenty of room elsewhere for wood, farm implements, etc. If every family can't afford a lawn mower, two or three families can purchase one together, but get one in some way. Now it is just as important to keep the back yard in good condition. It should



be clean, have some flowers in it, and the *sanitary* outbuildings, chicken houses, wash house, closets, etc., should be covered with vines.

### *Family Garden.*

Every family should have a productive, well kept garden, free from weeds and trash. Straight rows and well made seed beds do just as well as the other kind, and look so much better. It would not be amiss to have flowers planted all around the edge. Every family should be encouraged to have a vegetable garden, producing every vegetable that can be grown in your locality. The committee should seek to introduce new vegetables that have not been grown before.

### *The House Itself.*

For protection even, but just as much so for the aesthetic effect, the house should be kept painted. For the protection of health it should be screened and plenty of light and air should be let into each room every day. Some vines on porches and chimneys will add to the beauty of the house.

### *Inside the House.*

This should be made convenient and attractive, and the kitchen should not be neglected in this arrangement. If it is at all possible water should be pumped into the kitchen from the spring or well. A good sink with drain pipe is very essential. The whole room should be arranged so that the good housekeeper will have to take just as few steps as possible. A few well chosen pictures should be hung in the sitting room and bed rooms. The dining room should be so light, and neat, and everything so arranged that all will thoroughly enjoy the meals.

Much attention should be given to the food values of different foods, and the best preparation and serving of this food.

Thirty of the counties in the State are fortunate enough to have a trained Home Demonstration Agent, who devotes her time to visiting the communities and helping the women and girls in better home making. If your county has this agent, your committee should secure her splendid assistance. If yours is one of the seventy counties without the Home Demonstration Agent you could not do a better work than to start a movement to secure an agent in your county.

*Supervision of the Food Supply.*

The fact that fifty per cent. of our income is spent in foods, and that the women of the household make nine-tenths of the purchases of family supplies, gives them a right to demand that the dealer who distributes their food, shall observe cleanliness and care in supplying their wants. In several of the cities of the State, the women are doing much along this line, but in the towns and rural districts it is often sadly neglected by everybody. The stores can be inspected, and the merchants warned that you will demand proper sanitary measures be taken to protect the food, and as a whole, the merchants will be glad to co-operate with the committee.

Placards might be placed, by the committee, in those stores that faithfully comply with the sanitary measures, and your committee will soon find that every merchant will be eager to get on your approved list.

The State Dairy and Food Commission, Richmond, will be glad to render every assistance possible in this work.

*Working Program.*

In our desire to meet the needs of many women in the State who wish to make a definite study of Home Improvement, but who do not know how to proceed, we have prepared the following course of study.

The chairman of any Home Improvement Committee who wishes to take up this course with the women of her league, may secure outlines, bulletins and suggestions of books by applying to Extension Division, V. P. I., Blacksburg, Va.

1. Efficient Equipment for Home Making:
  1. For Working (kitchen, dining room, laundry).
  2. For Resting (bed room and sleeping porches).
  3. For Recreation (living rooms and porches).
2. Food Values:
  1. Use of Farm Products—Cereal for breads and meats.
  2. Use of Vegetable Garden.
  3. Use of Poultry Plant.
  4. Use of Home Orchard.
3. Health of the Household:
  1. Personal Hygiene.
  2. Home Nursing.
  3. Care of the child.

4. Clothing for the Family:
  1. For Work.
  2. For Play.
5. Home Environment:
  1. Front Yard.
  2. Back Yard.
6. Sanitary Conditions on Farm and in Homes.

### **Better Farming Committee**

#### *Organization.*

This committee should include a representative of each Farmers' Union, farmers' club, cow-testing and breeders' association, etc., already organized in the community. Besides the chairman, a secretary should be appointed to keep records and a sub-chairman to have special charge of various lines of agriculture.

#### *Meetings.*

The committee should call all farmers together once, or better, twice a month to discuss methods of procedure, also to report progress and results.

#### *Objects.*

The purpose of this committee is to improve each farm and its surroundings; to create a lively interest in the study of agricultural problems and to foster movements tending toward the improvement of the agricultural activities in the community tributary to the League.

To do this, call attention to the following lines of development:

- Soil Improvement**
- Increased Crop Production**
- Live Stock**
- Dairying**
- Horticulture**
- Agricultural Contests**
- Co-operation**

*Method of Procedure.*

A definite "Plan of Work" should be drawn up to guide the committee in its activities. A survey of the agricultural conditions of the community will assist greatly in the formation of these plans. Among other things, this survey should show:

Farm practices that increase soil fertility: acreage and kind of crops grown, with methods employed; number and kind of live stock, also feeding methods that give largest profits; number, acreage and kind of fruit trees, small fruits, truck crops, etc., and practices that give best returns; advisability of contests (a) among adults in growing and showing crops and live stock, and (b) boys in club work; ways to co-operate with other committees of the League.

All the farmers of the community should be called together to study the findings of the survey, and to decide upon plans for community improvement.

The committee should endeavor to see that the best practices as shown by the survey, together with the recommendations of the heads of the departments of the Virginia Experiment Station, Blacksburg, Virginia, or the State Agricultural Department, Richmond, Virginia, are adopted, as far as possible, by every farmer. No better way has been found by which this can be accomplished than to get one or more acres, one or more head of live stock, one or more fruit trees, or a small area of fruit, on each farm cared for or treated according to the best known methods as shown by the survey and recommendations of agricultural experiment stations.

The natural tendency of all persons is to follow the example of others. For this reason, at least one farmer well situated should be selected to conduct one or more demonstrations along these lines especially for the benefit of his neighbors. A record should be kept of steps taken on these demonstrations, and a report of progress made from time to time to the farmers of the community, at the regular meetings arranged for by the committee.

Field meetings should be held at these special demonstrations, so that all may see what is taking place, together with results obtained.

*Soil Improvement.*

A more productive soil is necessary, in order to secure better food, clothes, books, roads, schools, churches and homes—the things that will make a broader community life and a greater Virginia possible.

To obtain this, aim to get each farmer to properly care for and distribute farm manure; to sweeten his acid soil by the use of some form of lime; to use phosphate in some form in adequate amounts, as well as other commercial fertilizers when the necessity is shown by results at the nearest experiment station; to use cover crops of crimson clover, vetch, rye, etc., on land formerly left bare during the winter; to practice one or two inches deeper plowing each year, until at least eight inches is reached; and to drain wet lands by tiling or open ditches, without high banks.

#### *Increased Crop Production.*

Each farm should produce sufficient grain and hay crops, permanent and temporary pastures, etc., to supply with a certainty the demand for home consumption. The most economical way to improve the production of these crops is to increase the yields per acre. Select one or more farmers to conduct demonstrations on some one of the following crops for the benefit of their neighbors: corn, wheat, alfalfa, timothy, clover, hay and pasture mixtures, soy beans, cowpeas, vetch, etc., and the mowing, clearing and late spring grazing of pastures.

When a living for the family and forage and feed for the live stock has been provided for at least one year, with a slight excess, then attention should be given to a cash crop. The aim should be to produce the maximum, as well as the most economical yield possible. Tobacco and cotton can be considered only as cash crops, while peanuts, corn, wheat, hay, etc., are often considered as both cash and food crops. Demonstrations in these special crops should also be conducted.

After progress has been made in the above, a three to five-year test of the varieties of seed corn, wheat or other crops grown, also tests of manuring, liming, cultivation, etc., can be arranged for. A one-year test is not reliable.

#### *Live Stock.*

The data obtained from the live stock survey should be used as a basis and argument for the forming of some one or more of the following activities:

Breeders' association, and a campaign for only one breed in the community: pure-bred sires' club, and a campaign to get farmers to use nothing but pure-blood sires; cow-testing association, and a campaign against "boarder" cows, as shown by milk and butter fat records kept; live stock shipping association, to ship live stock co-operatively in car lots; campaign against black leg; campaign against hog cholera; campaign for the erection of



silos on every farm with ten or more head of cattle; campaign for the increased use of cottonseed meal as a cattle feed; campaign for the better care of young stock during the winter; campaign looking toward the better caring for and feeding of work horses all the year.

One or more demonstrations should be conducted in the feeding and grazing of beef cattle, dairy cattle, sheep and hogs, and the winter feeding of colts and calves. Every farmer should be urged to carry out methods employed in the above demonstrations with two or more head of live stock.



AN AGRICULTURAL DEMONSTRATION TRAIN  
in a progressive community where the people are seeking new ideas on farm and stock improvement

### *Dairying.*

The Dairying industry is growing rapidly in this State, and many men, seeing the splendid advantages offered by the climate and soil of the State for this industry, are coming here from other States to enter the business. Surely then, our own people should recognize its value and take up this industry, for every pound of standard butter, and quart of good milk will find a ready sale, while the soil will be greatly improved by the stock. This offers your committee a splendid opportunity to interest the farmer in a profitable industry.

The Dairy and Food Commission, Richmond, will furnish information desired.



*Horticulture.*

The findings of the survey, together with the experiment station recommendations, should be the basis used by the committee in outlining:

A campaign for the eradication of disease and insect pests among fruit trees, by means of spraying, pruning, etc.; a campaign toward getting only those varieties best adapted to the locality set in new orchards; a fruit-packing demonstration, if sufficient interest is manifested, and co-operative packing, if sufficient fruit of the same variety and of uniform quality is available.

One or more demonstrations should be conducted in the proper cultivation and fertilization, as well as pruning and spraying, of fruit trees. Horticultural demonstrations should run three to five years to be of the greatest benefit to the community.

Each farmer should be urged to employ the methods outlined for the demonstrations on ten or more trees in his home orchard.

The same method of procedure should be pursued with small fruit and truck crops.

*Agricultural Contests.*

Contests in growing one to five acres of corn, wheat, alfalfa, hay, etc., could well be arranged among the farmers. Similar contests in growing and feeding live stock would be interesting and very profitable. Exhibits at the community fair of all farm products, including live stock, should be encouraged. This will induce friendly competition and soon add greatly to the quality and uniformity of all products.

Boys' Club work, as developed by the Division of Extension work of the Virginia Polytechnic Institute, should be organized with a large, healthy enrollment. A local leader should be in charge of each activity—with corn, hogs, baby beef, etc.

A boys' judging contest in corn, grains, fruit or live stock should be arranged for at the community fair. Winners in each of these branches could contest still further at county fairs.

*Marketing Information.*

The State Department of Agriculture has now a Bureau of Markets, which will endeavor to assist producer and consumer of agricultural products in marketing and purchasing these products to the very best advantage.

Information on standardization of products, packing and shipping will be furnished. Write to Department of Agriculture, Bureau of Markets, Richmond, Va.

*Co-operation.*

This committee should co-operate with other committees of the league in the conducting of a community fair. It can assist the committee on good roads in draining mud holes, cutting bushes and weeds from roadsides, cutting trees that shade the road too much, and using road drags; the committee on health by draining ponds, water holes, etc., that breed mosquitoes, or erecting sanitary outhouses at schools and at each home to guard against typhoid fever; the home improvement committee in the beautification and care of home grounds, conducting all-the-year round gardens and in work with poultry; the school committee in improving the school buildings, equipment and grounds, and encouraging the teaching of agriculture in the public schools.

Co-operation should be encouraged among farmers in buying high-priced machinery, as well as pure-bred sires.

Special trips should be arranged for farmers and their families to study the methods of successful farmers, also to the nearest experiment station and to the Virginia Experiment Station at Blacksburg.

*Sources of Information.*

Valuable assistance in the way of blank forms, lists of questions, suggestion, advice, special literature, personal instructions, programs for meetings, etc., to assist in the surveys, campaigns, demonstrations and other work outlined, will be furnished gladly by the County Agricultural Agent, or from the Division of Agricultural Extension Work, Virginia Polytechnic Institute, Blacksburg, Virginia.

The State Department of Agriculture, Richmond, Virginia, will aid in all the activities outlined in every way possible.

The committee is urged to use these sources of information and assistance at all times.

*County Agricultural Demonstration Agent.*

If your county has an agent the committee should constantly seek his advice and assistance. If you haven't an agent, one of the best things this committee can do is to begin work now to get one. Write to us or to the Extension Department, Blacksburg, Va.

*Farm Improvement Day.*

Your committee should take real pride in making this special day a success in your community. It will be a real opportunity for you. A program is given in our Special Day bulletin.

## Committee on Roads and Streets

One of the principal things affecting the welfare of any community is the condition of its roads. If they are in bad condition, the community suffers and is retarded in its moral, as well as its material, development. This committee can do a great work in studying the methods of road improvement applicable to the section in which it works in calling to the attention of the local road authorities needed improvements, and in enlisting the co-operation of the people of the community in making such improvements as cannot be made by the local road authorities for lack of funds. The results that can be accomplished in this way cannot be estimated in value, as the improvement of the roads not only enable a larger traffic to be hauled with greater ease, but also facilitates the attendance of the people of the community at churches and schools, and also enables them to have more social communication with their friends and neighbors.

The work, to be most successful, should be carried on in co-operation with the local road authorities and as far as possible in a way to enlist their aid. The State Highway Commission is anxious to co-operate with the road committee as well as with the local road authorities in every way that offers any hope of improving the condition of the roads both public and private.

### *Main Highways.*

The main highways should be maintained by the State and county jointly, and the only assistance that can profitably be rendered by the league as a rule, is to aid the local road authorities in keeping the roads from being made a dumping ground for refuse, and as a place for piling wood, lumber, etc.; in seeing that they are used in the proper manner and that vehicles and machinery which are unreasonably damaging to them are not operated on the roads.

By giving the local road authorities the moral support which they need in this respect, they will be materially assisted in enforcing the laws governing such matters. The local road authorities may also be aided by calling their attention to defects in the road or errors or neglect on the part of the maintenance forces.

When storms or other emergencies occur, the people of the community may well assist by cutting away fallen trees, removing drifts from bridges and culverts and opening ditches and drains, but ordinarily the work of maintenance should be attended to by the local road authorities, which should have the co-operation of the road committee.

*Tributary Roads.*

Tributary roads should be maintained jointly by the county and district in much the same manner as the main highways. As the traffic on them is lighter, the labor and material required for maintenance should not be so great, but where the funds for their upkeep are limited, more assistance should be rendered by the people of the community to aid the local road authorities.

*Neighborhood Roads.*

For a long time to come a large majority of the roads of this State must be maintained as earth roads, as it is altogether im-



OBSERVING GOOD ROADS DAY

A country league in Louisa county putting their country road in good condition. Note the home made drag.

practicable for the State or counties to raise the money required to improve them by surfacing them with gravel, macadam or other hard surfaces. As the majority of the people, however, live on such roads and must traverse them in order to reach the main highways, they are of the greatest importance and should be maintained in such a condition that the same loads can be hauled over them that can be hauled over the main highways. This is not very difficult to accomplish, as the traffic on such roads is, as a rule, comparatively light and less effort is required to maintain them in a suitable condition.

This committee should look after the maintenance of each road, the chairman to act as superintendent. He should call on



the local road authorities and the State Highway Commission for assistance in locating and constructing needed changes of line, and for the use of the county or district road equipment in putting the road in proper condition for maintenance to begin with. He should then call upon the people who travel the road to join with him in improving and maintaining it, first, by furnishing the necessary teams to operate a road machine or grader to grade needed changes of line; to haul material to improve the surface on bad sections; to construct culverts and drains and shape the road and ditches in the proper way. Wherever the road drag can be used economically, the road should be dragged by the neighbors after every rain or hard freeze in a systematic manner. A bulletin describing the construction and operation of the road drag is published by the State Highway Commission and will be sent to anyone upon request. Full directions are given in it for constructing a road drag, and describing the manner in which it should be operated.

#### *Drain the Road.*

Whenever it is practicable to do so, water should be carried under the road rather than over it, but a water break is much better than no form of drainage and the water should be carried off the road as quickly as possible, instead of allowing it to run down the hills and thus damage the road, or else stand in low places causing mud holes that are often almost impassable. If one will observe in going over a road, it will be found that in the majority of cases, the worst places on the road are caused by lack of drainage and often if a pipe or culvert were placed at that point and the water carried under the road, little would be needed in addition to put the road in good condition.

Where the consent of adjacent property owners can be obtained trees which shade bad portions of the road may be cut back and the sun permitted to reach the road surface and thus dry up damp or muddy sections.

By co-operating in this way the people of any community can aid materially in the improvement of their public highways and in this way increase their welfare and comfort.

#### *Private Roads.*

In addition to improving public highways, it would be well to encourage each family to try and improve its private road from the public highway to the home. How often it is the case, after one has reached the gate leading to a home, the road from there to the house is found to be in such bad condition as



to be almost impassable. A family should take considerable pride in the appearance of the home and few things add more to its attractiveness than to have a well located and well maintained driveway. It is surprising how little actual work is required to obtain these results if the proper intelligence and attention is displayed in laying out the road and in keeping it in order.

#### *Beautifying Highways.*

While it is not practicable for us, at present, to attempt to beautify the sides of the public highways to any appreciable extent, this can be done with private driveways by planting shade trees, shrubs and sometimes even flowers along the sides of the roadway from the gate to the house. These will add to its attractiveness and improve the appearance and even the selling value of the entire place.

The State Highway Commission is energetically and conscientiously working for the improvement of the public highways of the State and is also ready and anxious to give all the assistance that it can in the improvement of private roads. A number of bulletins are published by the department, which will be distributed free upon request and application should be made for copies by this committee and by any others who desire to inform themselves on road topics.

#### *Streets and Sidewalks.*

As a usual thing the tax budget in the town or city, is not sufficient to put more than just the principal streets in good condition, so many other ways must be found for making improvements on the remaining streets and sidewalks. Here is where the committee can render valuable assistance.

Every street in the town or city should be well drained and if at all possible have some covering. But if it is not possible to surface with some material, these streets should be gone over often with the road roller and otherwise treated so that they may be usable all the year round. It may be possible to persuade the residents of certain streets to contribute a fund for the upkeep of their street and one member of the committee could be assigned to the work of seeing that this money is expended wisely.

But find some means to prevent your streets from being mud holes throughout the rainy season.

#### *Sidewalks.*

Each family should be encouraged to lay sidewalk in front of the premises. But do not make the mistake of letting each

family put down the kind of sidewalk that suits its fancy, develop a little street pride and have an agreement for the same kind of material, for at least each block. If this is not given attention some will put down nothing, some cinders, some gravel, some cement, etc., all in one block, or even on one side of a block, and that detracts so much from the real beauty of the section. Don't decide on the material that the wealthiest alone can afford, but that which the majority can afford, and insist on that.

Work faithfully for some kind of sidewalk on every street.

#### *Beautifying Streets.*

Between the street and sidewalk proper there should be left some space for grass, shrubs, trees and flowers, then this space should be made beautiful. Insist on the same kind of trees for each street, for if you do not the very lack of harmony will spoil the beauty.

Try to make this same rule apply to shrubbery.

Then the front fence, if any, will have to have attention. Try to displace all material fencing with hedge or other shrubbery.

#### *Maintenance and Cleaning.*

Too often, after a street or sidewalk has been improved, it is let alone till it has to be made over again. Much expense could be saved, if this committee would constantly remind proper authorities or individuals where repair is needed in sidewalks or street.

Then these streets should be kept clean, have rubbish cans at convenient places and insist that the people use them for waste paper, fruit peelings or anything they are accustomed to throw on the street. Practically every town can engage some one to make regular collection of this material and haul it off or burn it.

If it is at all possible have the street cleaned and sprinkled regularly. Sometimes this can be done at a very small expense, by securing the services of some man with a team to do the work at night, and thereby not keep him from his regular daily occupation.

You should also add beauty to the main streets by having the merchants keep their premises clean, and not put their wares out on the sidewalk. So many streets, in small towns especially, have all their beauty taken away by the merchants putting all kinds of unsightly material in the front and on the sides of the store. Try to put a stop to this, encourage them to keep clean, attractive

show windows and insist that all hitching posts be at the rear of the building.

You should also encourage the merchants to use attractive signs if they use street signs at all, then have these signs placed at a uniform height above the sidewalk, well over the heads of pedestrians.

Make the very best use of your opportunity on Good Roads Day. Assist the teacher in getting up the program, then advertise the day so well that you can make sure of a good crowd.

### *General.*

In addition to improving the roads and streets of the community, the work done in this way will give the people a first hand knowledge of road construction and maintenance, which cannot be as easily obtained in any other way and they will be then better able to judge as to the economy and efficiency with which road improvement is carried on by the public officials and be qualified to offer valuable suggestions with regard to road materials which are locally available.

## **Health Committee**

### *Importance.*

The Health Committee is one of the most important committees, since it deals with the *quality* of the raw materials of the school factory, namely, the children themselves and their *power* to do what the school is designed to teach them to do.

A pupil, graduated with highest honors and broken health, represents wasted effort on the part of the State school system, which makes the public school possible, waste on the part of the community that sustains the school, waste on the part of the teacher who has given of his best, and worse than waste on the part of the graduate himself, who cannot utilize for any good purpose the knowledge and training he has acquired.

It is manifestly the duty of some one to prevent the schools from being contributing factors to ill health and inefficiency.

The School and Civic League through its Health Committee is the logical agency to do the work necessary to accomplish this.

### *Preliminary.*

The Health Committee should have as its chairman ~~some one~~ interested in *public* health, and who is willing to attend the meetings of the League. A doctor may be the right person but usually

he is not. His job has mainly to do with *private* health rather than that of the public, and moreover he is usually too busy to be depended upon. A doctor on the committee will give the necessary medical advice needed from time to time. Whoever is selected let him or her be a hustler, ready with a report at every meeting of the League.

Let the committee resolve to do only one thing at a time, and hammer at that until it is fairly well on its way to accomplishment.



HEALTH JUBILEE

After making this little one-room building and the outhouses clean and sanitary, then cleaning up and laying out playgrounds, the League met for an all day meeting and had every child of the community examined by a capable physician

*The School Building and Surroundings.*

Since at present we cannot dissociate the school building from our ideas of proper school equipment, it becomes of first importance that this building be sanitary, in order that whatever may be the physical quality of the child as he comes to the school, he shall not be deteriorated by his surroundings.

Let the Health Committee ask itself the following questions and answer them, by careful consideration and such action as may be possible to it, remembering that earnest effort can move mountains:

Is the school building well and healthfully located? How close are swamps, pigpens, ugly drains and puddles or other public nuisances?



Is the school building well ventilated? If not, why not? In the country, window boards or window weights may be all that is necessary, except the prime necessity of a sensible teacher.

Is the school building properly lighted? Let no window remain in front of any desk. The eyes of small children cannot stand this glare any more than grown people can.

#### *Water.*

Has the school a good water supply? If a well is used, is it provided with a good pump? Has it a concrete protected top? If not, the committee has a job of supreme importance to its hand. The open bucket well is unpardonable in the light of our present knowledge.

If a spring is used, has it a good deep trench protecting it against surface pollution? Is care being used in dipping from it? A good spring and a filthy water boy are a bad combination.

#### *School Fountain or Cooler.*

Has the school a good water cooler or a good bubbling fountain? Are individual cups used? If not, the Health Committee can with propriety get busy.

#### *Sewerage.*

Is the sewerage disposal sanitary? Are there adequate accommodations for the boys and for the girls? Is there proper discipline of the boys, particularly, in the care of the sanitary arrangements of the grounds? The Health Committee ought to devise some sanitary rules for the conduct of the pupils of the country school. The State Board of Health will help if asked.

#### *Seats.*

Are the seats adapted for small children as well as large? If adjustable seats are not feasible, perhaps the Health Committee can have the seats cut down or footstools made.

#### *Janitor.*

Has the school a good janitor? Every appliance provided for the health and convenience of the children as well as for the proper conduct of the school as a teaching institution, may be nullified or ruined by poor janitor service. No money can be better spent than in securing a competent man or woman who will look after the school property in a cleanly and responsible manner.



*Cleanliness.*

Then there is the matter of floor oil and its application, dustless chalk and erasers, disinfectant solutions and their use. All of these pertain to the janitor and to health.

*Play.*

Then there is the question of healthful supervised play. The boy or girl who will not play should be made to play. He usually does not know how, or he is sick, in either event he needs attention. The Health Committee should provide it.

*Physical Condition of the Children.*

Now we come to the consideration of the child himself for whom all this machinery is assembled.

Is he what he ought to be physically? And what is the responsibility of the Health Committee in the premises?

*Contagious Diseases.*

Before school begins, will it not be possible with the co-operation of the doctors and health officer to find out what contagious diseases are prevalent among children of school age in the neighborhood?

Could not a list of infected homes be furnished the teacher so that he (or she) may be on guard?

*Medical Inspection.*

Have the children been medically inspected for physical defects? If not, no one can know how to accurately gauge school progress. A defective child is in a different class from the well child and must be judged differently. One of the first duties of the Health Committee then should be to get this information by having the school inspected. The State Board of Health may be able to offer some helpful suggestions along this line.

*Visiting School Nurse.*

When the children are inspected, what are you going to do about it? Up-to-date cities and towns find that they must have visiting school nurses, or the inspection reaches in a helpful way only those most highly intelligent, leaving great numbers uncorrected.

The counties must employ school nurses too. Two counties in Virginia are successfully doing this. The nurses doing the school

inspection as well as the home visiting necessary to get the parents to take their children to the doctor or to the dentist. A Health Committee that wished to start a campaign to put a school nurse in the field would have the active aid of the State Board of Health if it was requested.

Local doctors may be induced to make inspection, but they cannot with propriety drum up trade for themselves by going into the homes and advising people who have not sent for them to have their children treated. The nurse is not thus handicapped.

#### *Correction of Defects.*

From fifty to seventy-five per cent. of school children have decayed teeth, dentists for these must be provided. Fifty per cent. of Virginia children have enlarged tonsils, specialists must be arranged for.

Many poor children have crooked spines that may be helped if treated in time. Many are terribly handicapped by intestinal parasites, which may be absolutely removed by three doses of medicine furnished free by the State Board of Health. The Health Committee can and should deal with these things in a constructive way.

#### *The Community Health.*

Not alone with the health of the school child should the Health Committee concern itself, but with community health problems as well.

Is your town or village or community sanitary and healthful? Are the privies all open at the back? Does the air in the summer time smell of roses and honeysuckle or does it reek with the odor of manure? Are the wells and springs unguarded? Are the stores and food unscreened? Is your milk uninspected? Does every way-side tramp have free opportunity to leave the filth from his hands on the village well rope? Do the hogs and cows wander at will through your streets? Are weeds left uncut to harbor all sorts of insanitary material? Are your houses screened? Are there a lot of old vacant ram-shackled buildings in the town in which all sorts of nuisances are committed? Have you an active health officer? If so, what is he paid? And how much of his practice should he destroy for the amount he gets?

All of these things are the concern of a Health Committee. Organize and get to work and the State Board of Health stands ready with free literature, free advice, free speakers to help you make your community a model of good health and beauty.

*Special Days and Helps.*

You should have a genuine community clean-up day at least twice a year, and better, four times, or every season.

This committee should make the very most of the Better Health Day program, given in the Special Day Bulletin, issued by our Association.

Bulletins on school sanitation, school inspection, and on every phase of community health may be had for the asking at the office of the State Board of Health, Richmond, Virginia. Send your request on a postal card and you will be placed on the mailing list.

Advice as to pure food and milk inspection will be furnished gratis by the Dairy and Food Commissioner, Library Building, Richmond, Va.

**Publicity Committee**

This is an advertising age, and it has become just as necessary for communities to give due publicity to their resources, as for a business house to advertise its goods. The good feature is that, newspapers—daily or weekly—are ready and willing to grant their service if the community will furnish the means in real news form. You need to cultivate the art of seeing a good news item in every community happening.

*Social News.*

You should see that the community has a good correspondent who will furnish items of the social activities of the community, to every paper that comes to your locality. Make these items breezy, not just a lifeless statement of facts.

*League News.*

Everything your League does that is of any interest, should be given account of and it will be wise to give plenty of advance information about the special day programs, but to play fair with the newspaper, be sure to give a good write-up of the day, after it is over, for this will be news. Regular and special meetings should also be announced through the papers, and by notice at some public places, such as the post office, or other prominent locations.

Faithfully report the activities of each committee. Your annual report should receive special attention.

*Business News.*

All important business items, such as the building of a new store, house or factory, the bringing in or sending out of any especially large orders or anything that happens in a business way on the farm that can be made into a news item, should be published. If a farm sells for a good price, or a very large crop has been made by one of your citizens it will attract attention to your community if this is put before the people.

*Social News.*

Anything of special interest in your school may be made helpful to others if you will only let it be known. New work undertaken or accomplished, or good work done by a class or room, and the monthly honor roll, with enrollment and average attendance should be worth telling.

Be constantly on the lookout for news, search for items of interest, use all legitimate means to learn what is going on, put this in the very best form and send it forth, is the real duty of this committee. Items that are of more than local interest should be sent to us that we may make use of them.

**Membership Committee**

The goal of this committee should be "Every white adult of good character a member of the League," then earnestly and steadily strive to reach this goal.

*How to Begin.*

The chairman should secure a list of the names of the present members, and make a copy for each member of the committee. The committee should carefully make up a list of those who should be members, then let each committeeman be responsible for a given number on this list, and as they are brought in, the names should be checked off. At each meeting see how the committeemen are progressing in reducing their lists.

*Follow Up.*

The committee should be responsible for the work and direct the movement to secure new members, but they should use every old member of the League if necessary to bring others in. If the committee cannot prevail on a person to join, then other members of the League should be sent to see this one until he is won over. Never give up a good prospect. Do the work systematically and



faithfully, month by month, keeping a perfect record of the work, rather than by exciting whirlwind campaigns. Be sure at the end of the year that you have made some progress.

### *Keeping Old Members.*

This committee must also remember that it is just as essential to keep the old members in as it is to get new members. It is the leakage that hurts. If you hear that a member considers withdrawing, see that one at once and try to prevent the step, or if one withdraws visit that one at once and make an effort to bring him back. Look after those who are neglecting the work or the regular meetings for they are the ones that are likely to drop out. As long as a member is working and attending the meetings regularly there is not much danger of his quitting.

This committee should make a report each month and keep a faithful record of the membership.

## **Community Fairs**

*A Tentative Suggestion by the Office of Markets and Rural Organization, United States Department of Agriculture.*

The community fair is a miniature country fair with the "mid-way," horse races, and catch-penny schemes left out. It is, of the community, by the community, for the community.

It is one of the finest types of community co-operation, in which the resources of the community are brought before the eyes of everyone in the community. No one need feel he has nothing to exhibit. He is in friendly competition only with his neighbors. No one from "afar off" can spring any surprises and capture all prizes.

The whole scheme is purely community effort, and can be large or small, elaborate or otherwise as the people of the community desire. Athletics, speakers and pageants may be introduced.

The exhibits may and ought to be transported to the county fair *as a community exhibit*. A friendly rivalry between communities in this way would greatly increase the social and educational value of most county fairs.

The attached list of things that may be exhibited is only suggestive and is not intended to limit exhibits to articles named.

It will not cost you one penny. Spend a day of profit and pleasure, and you will feel proud of your community.



Bring something to exhibit in one of these departments:

*Animal and Poultry Department.*

Such as horses, mules, cows, goats, sheep, hogs, dogs, all breeds of chickens, pigeons and pet birds.

*Crop Department.*

Such as corn, cotton, sugar cane, sorghum cane, pumpkins, peanuts, oats, wheat, soy beans, velvet beans, peas, grasses, and clovers.

*Cookery Department.*

Such as jellies, preserves, canned fruits, canned vegetables, pickles, cake, pan biscuits, display and variety of corn bread, light bread, butter, catsup, and sauce.

*Domestic Art Department.*

Such as embroidery work, crochet work, china painting, drawn work, hemstitching, quilts and rugs, dresses and trimmed hats made by girls under fifteen years of age, dressed dolls by girls under ten years of age.

*Home Economics Department.*

Such as fireless cooker, iceless refrigerator, sanitary cream separator and convenient ironing board.

*Orchard and Garden Department.*

Herbs, apples, pears, plums, peaches, dried fruits, grapes, figs, chestnuts, pecans, walnuts, potatoes, cabbage, beans, carrots, celery, beets, onions, turnips, parsnips, collards, cucumbers and egg plant, swiss chard, cauliflower, and all other garden products.

*Flower Department.*

Such as collections of cut and potted flowers, ferns and anything representing the beauties of the flower yard.

*Art and Craft Department.*

Such as map of Virginia and map of your county, drawn by boy or girl under fifteen, specimens of copying and business writing, any kind of manual training work, such as bird cages and houses, dog houses, home-made toys, toy houses, boats, guns, bas-

kets, mats, clay modeling, collections of leaves (named) and mounted on card, mounted birds, collections of insects (named), and Indian arrowheads. The young folks are expected to use their ingenuity in working up exhibits.

*Historical Relic Department.*

Such as old war guns, canteens, sabers, and swords, antique clothing, Confederate and Union uniforms, old looms and spinning wheels, old china and silverware, and any kind of old and curious relics.

**The High School Co-operative League**

MISS J. DOUGLAS WRIGHT, *Secretary.*

The Senior, or Community League, should faithfully encourage the older boys and girls in the school to organize a League. If this League has been organized already the adults should give every encouragement possible to these young people, for the most certain hope of final community co-operation is through the training of the young people in this great endeavor.

This League should labor for the protection and improvement of school property and grounds, and cultivate a genuine school spirit that will make for lively school activities. These young people should also be given a part in the work for home and community improvement.

Through this League we desire to encourage local, county and State contests in athletics and literary activities, and boys' and girls' club work. We have the hearty co-operation of State and county school officials, the University of Virginia, the County Agricultural and Home Demonstration agents, and the Y. M. C. A. workers.

We have a separate bulletin for High or Elementary School Co-operative Leagues, which will be sent upon request.

**Speakers for Community Meetings**

Very often a community wants a speaker for the League meeting, and more especially so on the special day occasions, and there are scores of men in the State who are willing to perform this service. So our effort is to bring these leagues and speakers in touch with each other.

Heretofore we have been giving a long list of names in the bulletin, but we learn, to our regret, that as a rule very few calls

have been extended to these men and women. Feeling that perhaps the leagues have done without this service because of having written to one or two persons who could not come they just gave up, we are suggesting this year, that you write to a designated person at an institution stating the object of your meeting and ask for a speaker. You can, of course, name your preference, but grant the liberty of sending some one else, if the one you desire is engaged or unable to respond at that time.

The following institutions will furnish a speaker on request, if it is at all possible, if you will write to the person indicated:

Department of Public Instruction, Richmond, Secretary Evan R. Chesterman.

State Board of Health, Richmond, Dr. Ennion G. Williams.

State Highway Commission, Richmond, Mr. G. P. Coleman.

State Agricultural Department, Richmond, Mr. G. W. Koiner.

State Dairy and Food Commission, Richmond, Mr. B. L. Purcell.

State Board of Charities and Corrections, Richmond, Dr. J. T. Mastin.

University of Virginia, Charlottesville, Prof. C. G. Maphis.

State Normal School, Farmville, President J. L. Jarman.

State Normal School, Fredericksburg, President E. H. Russell.

State Normal School, Radford, President J. P. McConnell.

State Normal School, Harrisonburg, President J. A. Burruss.

William and Mary College, Williamsburg, President Lyon G. Tyler.

Virginia Polytechnic Institute, Blacksburg, Dr. J. D. Eggleston.

Virginia Military Institute, Lexington, General E. W. Nichols.

Martha Washington College, Abingdon, Miss Catherine Walter.

Emory and Henry College, Emory, Dr. C. C. Weaver.

Roanoke College, Salem, Dr. J. A. Morehead.

Washington and Lee University, Lexington, Dr. H. I. Smith.

Sweet Briar College, Sweet Briar, Miss Emilie W. McVea.

Bridgewater College, Bridgewater, Dr. J. S. Florv.

Randolph-Macon Woman's College, Lynchburg, Dr. W. A. Webb.

Virginia Christian College, Lynchburg, Dr. W. G. Shackelford.

Blackstone College for Girls, Blackstone, Dr. Jas. Cannon, Jr.

Hampden-Sidney College, Hampden-Sidney, Dr. H. T. Graham.

Richmond College, Richmond, Dr. F. W. Boatwright.

Westhampton College, Richmond, Dr. R. E. Loving.

Randolph-Macon College, Ashland, Dr. R. E. Blackwell.

Hampton Normal Institute, Hampton, Dr. H. B. Frissell.

Co-operative Education Association, Richmond, Secretary J. H. Montgomery.

The County Superintendent, Agricultural or Home Demon-

stration agent, any school man, minister or lawyer will be glad to respond to your request when it is possible to do so.

The railroads in the State, through their agricultural departments, are glad to send speakers to the league meetings. You may write for a speaker to Mr. F. H. LeBaume, of the N. & W. Ry., Roanoke, Mr. Stuart C. Leake, of the R. F. & P. Ry., Richmond, Mr. K. T. Crawley, of the C. & O. Ry., Richmond, Mr. M. V. Richards, of the Southern Ry., Washington, D. C., Mr. J. A. Pride, of the S. A. L. Ry., Norfolk.

### **Free Entertainment**

The following institutions will furnish at least four free entertainments to schools near them, provided the schools receiving the service pay the expenses of the entertainers. The communities near these colleges should certainly take advantage of this offer:

Martha Washington College, Abingdon, Va., Virginia Inter-mont College, Bristol, Va., Marion College, Marion, Va., Radford Normal School, Radford, Va., Hollins College, Hollins, Va., Daleville College, Daleville, Va., Harrisonburg Normal School, Harrisonburg, Va., Bridgewater College, Bridgewater, Va., Sweet Briar College, Sweet Briar, Va., Fredericksburg Normal School, Fredericksburg, Va., Richmond College, Richmond, Va.

If you want to give a good play by home talent, write to Hunter Book Co., or the Bell Book Co., Richmond, Va., for catalog of plays.

### **Stereopticon and Lantern Slides**

A number of the public schools of the State have purchased stereopticons while a few have procured moving picture machines. When there is sufficient demand on the part of the school, the Co-operative Education Association will secure lantern slide sets to be loaned for lecture purposes. For catalogues on stereopticons and moving picture machines, write Community Motion Picture Bureau, Boston, Mass., Victor Animalograph Co., Davenport, Iowa, or Bausch and Lomb Optical Co., Rochester, N. Y.

**Report of Organization**

Co-operative Education Association,  
Richmond, Va.

Dear Sirs:—

I desire to report the organization of the following league:

School ..... County .....  
Name of Teacher ..... Address.....  
Name of League .....

*Officers.*

President ..... Address.....  
Vice-President ..... Address.....  
Secretary ..... Address.....  
Treasurer ..... Address.....  
Chairman Committee on Education .....  
Chairman Committee on Social and Recreational Life.....  
Chairman Committee on Moral Life .....  
Chairman Committee on Home Improvement .....  
Chairman Committee on Farm Improvement .....  
Chairman Committee on Roads and Streets.....  
Chairman Committee on Health and Sanitation .....  
Chairman Committee on Publicity .....  
Chairman Committee on Membership .....  
Date of Organization .....  
Number of members .....

Signed.....



## **ORGANIZATION OF STATE DEPARTMENTS**

of Education, Health, Highways, Agriculture. Dairy and Food,  
and Charities and Corrections.

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### **State Board of Education**

R. C. Stearnes, Superintendent, E. R. Chesterman, Secretary, J.  
H. Binford, W. W. Edwards, A. L. Lincoln, A. D.  
Wright, E. E. Worrell, Inspectors.

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### **State Board of Health**

Dr. Ennion G. Williams, Commissioner, Dr. Roy K. Flannagan,  
Assistant Commissioner, Dr. W. A. Plecker, Dr. J. C.  
Fitzgerald, Jr., W. A. Brumfield, and Mr.  
Richard Messer, Assistants.

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### **State Highway Commission**

G. P. Coleman, Commissioner, C. B. Scott, Assistant Commissioner.

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### **State Department of Agriculture and Immigration**

G. W. Koiner, Commissioner, J. J. Owen, Director Farmers'  
Institutes.

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### **Dairy and Food Division of Department of Agriculture**

B. L. Purcell, Commissioner.

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### **State Board of Charities and Corrections**

S. C. Hatcher, Chairman, Dr. J. T. Mastin, Secretary.

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